



United States Court of Appeals for the Sixth Circuit

SYSTEMS ADMINISTRATOR

Cincinnati, OH Full-Time

\$66,056 - \$107,418*

About the Court

The Sixth Circuit offers a forward-thinking work environment with a team of dedicated professionals.

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with 21st Century vision. We enjoy a diverse and energetic population who are transforming the area into **one of the top places to live in the country.**

Explore our remarkable city at:
cincinnati-chamber.com
and check out our awards at cincyusa.com.

We're seeking an experienced Systems Administrator eager to use and grow their technological skills. In this role, the successful individual will protect our critical information, systems, and assets; build solutions; implement new software and hardware; provide training; and assist in the development of an overall IT strategy.

Overview of Duties

The Systems Administrator position coordinates, oversees, and administers IT systems and servers for the Court. The major responsibilities and duties include the following:

- Assess the stability, security, and scalability of installed Windows systems.
- Configure and patch computers using KACE.
- Monitor local and remote system performances.
- Develop and perform data backups and disaster recovery operations.
- Install or upgrade Windows systems and servers.
- Provide end user support. Serve as a technical expert for the remediation of advanced technical issues related to help desk requests.
- Troubleshoot system and server errors. Review logs using Splunk.
- Optimize and automate relevant tasks using scripting languages such as PowerShell or Python.
- Maintain server architecture security.
- Review security scans by Nessus and remediate security deficiencies using PDQ, Smart Deploy, and Kace.
- Manage and document user access.
- Establish and maintain technical documentation.
- Analyze, research, and recommend procurement plans. Oversee accounts, including usage and analysis; administer applicable inventories; and serve as technical contact for applications and systems vendors.
- Provide advice to management in areas of technology support, requirements, and capabilities. Develop and implement short and long-range systems and server improvement plans. Monitor latest technology.
- Work with IT staff within the circuit to ensure systems integration and efficiency. Coordinate and lead IT staff and court users to identify, plan, and implement special initiatives and projects.

POSITION QUALIFICATIONS

Required: Four years of experience in systems administration. A practical working knowledge of database administration. Knowledge of computer systems and networks, including skill in determining causes of operating errors. Skill in generating or adapting programs, equipment, and technology. Ability to respond effectively in critical situations. Knowledge of IT security techniques. Strong communication and organizational skills; ability to work independently and in a team environment.

Preferred: Experience completing projects involving systems analysis, design, programming, implementation, integration, and management. Experience using KACE to manage systems and deploy patches. Experience using OpenManage (or similar product) to monitor and manage servers. Experience administering HyperV servers. Microsoft Certified Solutions Expert (MCSE) [or current equivalent]. An associate or bachelor's degree, preferably in computer science or related field. Related experience in a court, government agency, or equivalent environment.

COMPETITIVE TOTAL REWARDS

Compensation*: \$66,056 - \$107,418 (CL 28) (*Salary commensurate with qualifications)

Benefits: Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site fitness center. Federal retirement entails an employer sponsored pension plan (FERS-FRAE) and a retirement contribution plan with employer match (TSP). Retirees carry insurance plans into retirement while paying the same premiums as employees. Visit www.uscourts.gov/careers/benefits to learn more about the Judiciary's competitive benefits.

Work/Life: Time off - 13 vacation days, 13 sick leave days, and 11 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years. Hybrid telework schedule may be available.

ENJOY WORK/LIFE BALANCE

HOW TO APPLY

Please submit a single PDF application packet that includes 1) a cover letter detailing your qualifications and experience performing the representative duties and how you learned of the position, and 2) current resume to the Director of Human Resources at humanresources@ca6.uscourts.gov. Position is open until filled; preference given to applications received by **March 18, 2022**.

Interviews may be scheduled on a rolling basis and take place prior to the 'received by' date listed above. Virtual interviews available.

CONDITIONS OF EMPLOYMENT

Travel for this position is required. The selected candidate is provisionally hired pending results of background investigation and fingerprinting. This position is subject to updated background investigations every five years. Employees are required to adhere to the *Judicial Code of Conduct for Judicial Employees*. Electronic Fund Transfer for payroll direct deposit is required. For citizenship requirements, visit www.uscourts.gov/careers. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. The Court reserves the right to modify the conditions of this position announcement, or to withdraw the announcement, for any reason and may occur without prior written or other notice.